

PUMPING STATION SUPERVISOR

FLSA Code: N

Job Code: 4240

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical and responsible administrative work supervising the operation and maintenance of pumping station equipment; does related work as required. Work is performed under the general supervision of the Public Utilities Director. Supervision is exercised over all pumping station personnel.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, coordinating and supervising the operations and maintenance of the water pumping stations and water storage tanks; supervising the preparation and maintenance of records and files.

Supervises the operation and maintenance of pumping stations;

Maintains system pressure, proper storage levels, water quantity and quality and fire protection;

Provides for the training of operators with regard to equipment operations and maintenance and safety precautions and procedures; observes performance and learning progress;

Monitors and inspects the operation of pumping stations and storage tank facilities and related equipment;

Directs and assists activities of Instrument Technician in station maintenance, troubleshooting and repair;

Develops and enforces safety and operating rules and procedures;

Checks and helps maintain pumps, motors and electronic equipment associated with pumping station operations;

Directs grounds, building and equipment maintenance; establishes maintenance priorities;

Oversees inventory and orders chemicals, supplies and parts;

Supervises maintenance and repairs to equipment and maintains records on same;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school plus course work in environmental science, biology, chemistry or related field and extensive experience in pumping station operations, including some supervisory experience; possession of a valid certificate as a Water Treatment Plant Operator at the Class IV level; thorough knowledge of the principles, practices and equipment of pumping station operations; thorough knowledge of requirements of water distribution systems; thorough knowledge of the principles and practices of public utilities administration; demonstrated ability to plan and supervise subordinate personnel; thorough knowledge of the occupational hazards and safety precautions involved in pumping station operations; demonstrated ability to establish and maintain effective working relationships with associates, subordinates and the general public; demonstrated ability to prepare detailed reports and maintain records. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.